



CITY OF HOUSTON

Job Posting

Applications accepted from:

All PERSONS INTERESTED

Job Classification

DEPUTY DIRECTOR (EXE LEVEL)

Posting Number

PN# 110495

Department

HOUSING and COMMUNITY DEVELOPMENT

Division

DEPUTY DIRECTOR'S OFFICE

Section

DEPUTY DIRECTOR'S OFFICE

Reporting Location

601 SAWYER, 4TH FLOOR

Workdays & Hours

MONDAY-FRIDAY, 8:00 am-5:00 pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Serve as department's head of operations. Monitor departmental operations to ensure effective coordination, information flow and policy.
- Troubleshoot operational problems brought forth by Assistant Directors. Coordinate operational activities between four department divisions: Community Outreach; Finance; Project and Contract Management and Single-family Housing Programs and Inspections.
- Oversee the Real Estate Underwriting Section responsible for underwriting and analyzing credit risk associated with multi-family, single-family and economic development projects.
- Oversee the Loan Servicing Section responsible for servicing existing loans, release of liens, subordinations, record management, contract compliance, account analysis and reconciling liens internal and external financial systems.
- Report to department Director and city council committee on department operations.
- Perform other duties as requested.

WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Ten (10) years of professional experience in business administration, management or a closely related field are required, with at least four (4) of those years in a managerial capacity. A Master's degree may be substituted for two (2) years of experience.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Ten (10) years or more of commercial loan origination and loan servicing. Five (5) years of managerial experience in commercial multi-family lending.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 34

\$2,554 - \$3,785 Biweekly \$ 66,404 – \$98,410 Annually

OPENING DATE

May 10, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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